



EMERGENCY MANAGEMENT  
COORDINATOR / INSTRUCTOR II, OES  
OPEN, NON-PROMOTIONAL  
CONTINUOUS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN  
NON-  
PROMOTIONAL

Applications will be accepted on an open, non-promotional basis only.

CONTINUOUS  
TESTING

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE CUT-OFF DATE** and personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

**FILE BY MAIL OR  
IN PERSON:**  
**GOVERNOR’S OFFICE OF EMERGENCY SERVICES  
3650 SCHRIEVER AVENUE  
MATHER, CA 95655**

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR OES SERVICE DISTRICT OFFICES.** Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, or at <http://www.spb.ca.gov/jobs/stateapp.htm> on the Internet.

REASONABLE  
ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

**\$5479 - \$6616**

QUALIFICATIONS  
APPRAISAL  
INTERVIEW

Eligible candidates will be notified by mail approximately 10 days in advance of the qualifications appraisal interview date.

REQUIRED  
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

**NOTE:** All applications/resumes must include: “to” and “from“ dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM  
QUALIFICATIONS

**Either I**  
**Experience:** One year of experience performing the duties of an Emergency Management Coordinator/Instructor I, Office of Emergency Services, in the California state service.

**Or II**  
**Experience:** Three years of administrative staff experience in the development, administration and evaluation of emergency management training programs preferably in the military or State, Federal or local law enforcement or fire agency. **and**  
**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ADDITIONAL  
DESIRABLE  
QUALIFICATIONS

Demonstrated ability to conduct effective liaison with policy level principals at local, State and Federal government levels.

SPECIAL PERSONAL  
CHARACTERISTICS

Willingness to work effectively and agreeably under the pressure of short lead times, extensive travel, including weekends and holidays; accept responsibility for accuracy of research and platform presentation.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITION DESCRIPTION	<p>This is the full journey level for the series. Incumbents in this class are responsible for developing and administering a Emergency Management Course or program. Incumbents are given primary responsibility for managing a wide variety of tasks related to consulting, planning, programming, organizing, scheduling, and conducting training on the methods and manner of Emergency Management. There will be lead responsibility over others.</p> <p>Incumbents at this level are responsible for management of entire courses of instruction, conduct research, provide consultation, prepare manuscripts, present instruction and coordinate the construction or preparation of training aids; select guest lecturers and technical training assistants; and, organizes facilities to support the training effort.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.</p> <p>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>1. Training principles and methods as applied to emergency management training.</li><li>2. The principles and provisions concerning Peace Officer Standards and Training.</li><li>3. The principles and provisions of the National Fire Protection Association Standards.</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>1. Speak and write effectively.</li><li>2. Establish and maintain cooperative relations with the public and with Federal, State, county, city law enforcement and fire agencies.</li><li>3. Teach emergency management courses.</li><li>4. Analyze situations accurately and take effective action.</li></ol>
TESTING PERIOD	<p>The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.</p>
ELIGIBLE LIST INFORMATION	<p>An open, non-promotional eligible list will be established for the Governor’s Office of Emergency Services. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors’ eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
CAREER CREDITS	<p>Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits.</p>
VETERANS PREFERENCE POINTS	<p>Veterans preference points will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

**For an examination** without a written feature, it is the candidate’s responsibility **to contact the Governor’s Office of Emergency Services Examination Unit in Sacramento at (916) 845-8321**, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Applications are available** at the State Personnel Board in Sacramento, any Employment Development Department office, on the Internet.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Governor’s Office of Emergency Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the Governor’s Office of Emergency Services(eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.